

SCOMIS DISPLAY

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SCOMIS DISPLAY

INTRODUCTION

SCOMIS enables the court to record parties and legal instruments filed in a case, to set the case for the court calendar, and to enter the case judgment(s) and final disposition.

SCOMIS information is filed by county and must be searched for within SCOMIS on a county-by-county basis. JASS is the Judicial Accounting Sub System used by all courts, so some SCOMIS cases also appear in the JIS application. When a SCOMIS case number is found in the JIS [DISCIS/JASS] application, detail level of the case may be viewed within the appropriate court using the display commands.

The following case types and screens are maintained in the SCOMIS application:

CASE TYPES AVAILABLE IN SCOMIS	
1	Criminal
2	Civil
3	Domestic
4	Probate
5*	Adoption
6*	Mental Illness
7*	Juvenile Dependency
8	Juvenile Offender
9	Judgment
*Restricted case types (not available for Level 01 viewing)	

SCREENS AVAILABLE IN SCOMIS
Accounting Screen
Archive Screen
Attorney Screen
Basic Screen
Calendar Screen
Charge Screen (Case Types 1 & 8)
Docket Screen
Names Screen
Schedule Screen
Sentence Screen (Case Types 1 & 8)
Status Screen
Summary Screen

SCOMIS COMMANDS

This is a list of the commands for use with the SCOMIS application. The following pages detail each command, section, and screen. **It is only necessary to type the first four characters of the command and section.**

COMMAND?	SECTION?	CASE # ?	WHEN TO USE COMMANDS
COUNTY	Fill in County Name	Ignore Case #	To view cases in a different county.
SEARCH	Index	Ignore Case #	To view the case index for all active and archived cases.
	Attorney	Ignore Case #	To view a list of attorneys currently recorded in the Supreme Court Person file.
DISPLAY			To view specific case information. You may request one screen at a time.
	Accounting	Enter Case #	
	Archive	Enter Case #	
	Attorney	Ignore Case #	
	Basic	Enter Case #	
	Calendar	Ignore Case #	
	Charge	Enter Case #	
	Docket	Enter Case #	
	Names	Enter Case #	
	Schedule	Enter Case #	
	Sentence	Enter Case #	
	Status	Enter Case #	
	Summary	Enter Case #	
FIND	Judgments	Enter Case #	To view judgments filed on cases. You must know the originating case number.

COMMAND SCREEN

The SCOMIS COMMAND Screen is the first screen to be displayed. It serves as the launch point to other SCOMIS screens. The COMMAND Screen asks for three pieces of information concerning the work at hand:

1. enter the **COMMAND** you want to use
2. enter the **SECTION** you wish to see
3. and **when required**, enter the **CASE** number you wish to view

JSM001	KING SUPERIOR	06/04/99	8:11	APP\$PUB
COMMAND?				
SECTION?				
CASE # ?				
NON-SCOMIS #?				

COMMAND SCREEN

COMMAND

The SCOMIS system is programmed to carry out several specific functions concerning case information. SCOMIS commands allow the operator to change the **COUNTY** from which information will be taken, to **SEARCH** for a specific litigant's or attorney's name, to **DISPLAY** case information, to **FIND** judgments filed on cases, to view **ARBITRATION** cases for counties using SCOMIS, and to **SIGNOFF** the SCOMIS application.

SECTION

Besides directing the computer to execute a special task, the SECTION Field directs the system to the exact section of case information to be displayed. The **ACCOUNTING**, **ARCHIVE**, **BASIC**, **CHARGE**, **DOCKET**, **NAMES**, **SCHEDULE**, **SENTENCE**, **STATUS**, **SUMMARY** sections of case information can be called into use. Statewide **ATTORNEY** information and **CALENDAR** information by county is also called into use from the SECTION Field.

CASE NUMBER

In SCOMIS, the case number is used to relay several items of information about the case.

93 1 00042 7

- The first two digits of the case number are used to indicate the year the case was filed.
- The third digit is used to designate the case type:

CASE TYPE

- 1 Criminal
- 2 Civil
- 3 Domestic
- 4 Probate
- 5* Adoption
- 6* Mental Illness
- 7* Juvenile Dependency
- 8 Juvenile Offender
- 9 Judgment

***Restricted Case Types -- Not
Available for Public Access**

- The next series of digits is the actual sequential number of the case beginning from 00001 in the current year.
- The last digit of the case number is called a check digit and is used by the computer to verify the correctness of the previous digits.

INVALID CHECK DIGIT

Should you receive this message, check to see what typing error was made. Correct your mistake by positioning the cursor underneath the error(s) and typing the proper digit.

Press the **ENTER** key.

COUNTY COMMAND

The **COUNTY** Command is used for displaying SCOMIS case information in a specific county. A list of superior courts (one in each county) and their SCOMIS implementation dates follows on the next page. When your JIS-Link account is set up, the county where your business resides is set as the default. If you are located outside the State of Washington, King County is set as the default.

To use the **COUNTY** Command, type the following in the fields indicated:

1. **COMMAND?** **COUNTY**
2. **SECTION?** (Type the first 4 characters of the name of the county for the case you wish to display.)
3. **CASE # ?** (Leave case number blank.)
4. Press **ENTER**.

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? coun
SECTION? thur
CASE # ?
NON-SCOMIS #?
```

The system will respond by "echoing" the COMMAND Screen back to you. The COMMAND and SECTION typed will still be displayed, but the county name entered will now be displayed at the top of the screen, and the system will tell you the county has been changed.

```
JSM001                                THURSTON SUPERIOR  06/04/99  8:19          APP$PUB
COMMAND? COUNTY
SECTION? THURSTON
CASE # ?
NON-SCOMIS #?

COUNTY SET TO NEW COUNTY
```

SUPERIOR COURT IDENTIFICATIONS/SCOMIS IMPLEMENTATION DATES

Court ID	Court	SCOMIS Implementation Date
S01	Adams County Superior Court	04/22/1985
S02	Asotin County Superior Court	08/01/1985
S03	Benton County Superior Court	04/01/1979
S04	Chelan County Superior Court	04/30/1984
S05	Clallam County Superior Court	10/01/1983
S06	Clark County Superior Court	01/01/1979
S07	Columbia County Superior Court	09/18/1987
S08	Cowlitz County Superior Court	08/01/1982
S09	Douglas County Superior Court	03/27/1985
S10	Ferry County Superior Court	09/21/1987
S11	Franklin County Superior Court	07/11/1983
S12	Garfield County Superior Court	11/01/1993
S13	Grant County Superior Court	01/01/1982
S14	Grays Harbor County Superior Court	12/01/1980
S15	Island County Superior Court	07/02/1984
S16	Jefferson County Superior Court	08/01/1983
S17	King County Superior Court	07/02/1979
S18	Kitsap County Superior Court	04/01/1978
S19	Kittitas County Superior Court	09/01/1982
S20	Klickitat County Superior Court	08/28/1987
S21	Lewis County Superior Court	01/01/1983
S22	Lincoln County Superior Court	11/01/1982
S23	Mason County Superior Court	04/01/1982
S24	Okanogan County Superior Court	10/01/1984
S25	Pacific County Superior Court	02/01/1984
S26	Pend Oreille County Superior Court	09/27/1982
S27	Pierce County Superior Court	05/01/1981
S28	San Juan County Superior Court	10/12/1987
S29	Skagit County Superior Court	10/01/1981
S30	Skamania County Superior Court	11/01/1984
S31	Snohomish County Superior Court	01/01/1978
S32	Spokane County Superior Court	04/31/1991
S33	Stevens County Superior Court	09/27/1982
S34	Thurston County Superior Court	07/01/1978
S35	Wahkiakum County Superior Court	11/03/1987
S36	Walla Walla County Superior Court	07/01/1981
S37	Whatcom County Superior Court	02/01/1980
S38	Whitman County Superior Court	07/01/1985
S39	Yakima County Superior Court	02/01/1977

SEARCH COMMAND

SEARCH INDEX

The SEARCH INDEX Command provides a case index for all active and archived cases in the county displayed. The SEARCH INDEX Command allows you to look at the case index by case type and filing date beginning alphabetically with a name or a partial name entered. You can then page from that point forward through the index.

The SEARCH INDEX Screen is NOT to be used to establish guilt or innocence. It should only be used to help identify case filing information.

It is important to note that when the SEARCH INDEX Screen displays results, the charge listed is the most serious offense filed in the ORIGINAL INFORMATION for a case. There may be an AMENDED INFORMATION filed; therefore, it is important not to rely on the limited data displayed on the SEARCH INDEX Screen. In order to find the results of the charges filed, it is the responsibility of the client to display the CHARGE and JUDGMENT Screens for charge and disposition detail.

Cases sealed by the court will not display in the index. Also, the existence of defendant names in juvenile offender cases is excluded from Level 01 views of the Search Index Screen pursuant to RCW 13.50.050 (10-13) unless the name is also linked to another non-sealed case.

To use the SEARCH INDEX Command, type the following in the fields indicated:

1. COMMAND? **SEARCH**
2. SECTION? **INDEX**
3. CASE # ? (Leave case number blank)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11      APP$PUB
COMMAND?  SEAR
SECTION?  INDE
CASE # ?
NON-SCOMIS #?
```

COMMAND SCREEN

The **SEARCH INDEX** Screen will be displayed, along with instructions for completing the screen.

The SEARCH INDEX Command uses a number of different options and rules to look for names that may belong to the same person or organization as the name entered on the SEARCH INDEX Screen. The options available are:

- Alphabetic (alpha)
- **Weighted (this is the search the application defaults to)**
- Unweighted

```

JSM064  SEARCH INDEX      KING SUPERIOR  06-08-99 08:08   1 OF   1
CASE TYPE : NAME:
SEARCH TYPE: W (U=UNWEIGHTED  W=WEIGHTED  A=ALPHA LIST)
YEAR(S) FILED: THRU      (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

CASE TYPES
AVAILABLE FOR PUBLIC ACCESS
1 = Criminal
2 = Civil
3 = Domestic/Divorce
4 = Probate/Guardianship
8 = Juvenile Offender
9 = Judgments

NOT AVAILABLE FOR PUBLIC ACCESS
5 = Adoption/Paternity
6 = Mental Illness/Alcohol Treatmnt
7 = Juvenile Dependency

* 1. Enter CASE TYPE, NAME, SEARCH TYPE.
    YEAR(S) FILED is optional. The NAME
    entered is a business or person
    name (last name, first name).
* 2. Press <Enter>.
* 3. Press <F8> to page forward; press
    <F7> to page back.
* 4. Initiate new search by typing
    over CASE TYPE, NAME, etc.

NOTE From Name List displayed:
Press <CLEAR> to return to SEARCH
INDEX screen.
Press <PA1> to return to COMMAND
screen.

?                               F1=Help  ENTER=Process  PA1=Cancel
  
```

SEARCH INDEX SCREEN

1. In the CASE TYPE Field, enter the number of the case type to be searched.
2. In the NAME Field, enter the name of a person or business associated with the case (up to 21 characters).
3. In the SEARCH TYPE Field, enter the SEARCH TYPE desired (the system prefills with the weighted search).
4. Press **ENTER**, or complete the YEAR(S) FILED Field. **This is an optional field.** A search of the name index can be limited to a case filing year or range of years. However, instructions for this option do not appear on the SEARCH INDEX Screen.

To limit the search to a filing year, type the year next to YEAR(S) FILED: (e.g., 1988). A second filing year can be typed next to "THRU" to search on a range of years. The system will then display only cases filed during the designated period.

Unless you are sure of the filing year(s), it is best to leave these fields blank. This will ensure a display of the entire index.

ALPHA SEARCH

When using the Alpha Search, the search program looks for the name (or partial name) entered on the SEARCH INDEX Screen and displays in alphabetic order all names that begin with the string of letters entered. Example: If **Sm** is entered, the program will display **Smith**, **Smothers**, **Smucker**, etc.

Example of an *AlphaSearch* for Johns

```

JSM064  SEARCH INDEX                MASON SUPERIOR  06-18-99 08:53    5 OF  50
CASE TYPE  : 2 NAME: JOHNS                      <MORE>
SEARCH TYPE: A (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED:      THRU      (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

LITIGANT NAME                WGT  CASE NUMBER  CONN.    FILED    CAUSE
JOHNSON BROTHERS                99-2-00236-2 PLA04  03-25-99 COMMERCIAL
                                SHAWN JOHNSON, ET UX, ET AL V DANA L. TI
JOHNSON., WESLEY MET UX        * 2-418TAX      DEF294 09-19-86 FORECLOSURE
                                MASON COUNTY V BOWMAN L CHELETTE ET AL
                                ARCH DATE: 04-30-89 R/F:
JOHNSON, A HALDANE              90-2-00238-5 PLA05  07-30-90 ADMN LAW RV
                                ARTHUR JOHNSON V ST OF WA, DEPT ECOLOGY
                                ARCH DATE: 04-23-95 R/F: 875
JOHNSON, A HALDANE              * 95-2-00420-6 PLA01  07-13-95 COMMERCIAL
                                A HALDANE JOHNSON ET UX DBA V NAPELA TUR
                                ARCH DATE: 04-27-98 R/F: 927
JOHNSON, ALAN T                 * 94-2-00116-1 DEF01  03-02-94 QUIET TITLE
                                LARRY TUKE ET UX V ALAN JOHNSON ET UX ET
                                ARCH DATE: 04-23-99 R/F: 906

                                "*" SOME RECORDS HAVE BEEN MOVED OFF-LINE
?                               F1=Help  F7=Bwd  F8=Fwd (more)  CLR=Return  PA1=Cancel

```

SEARCH INDEX SCREEN

1. To choose the Alpha display option, fill in the case type, name or partial name, type **A** next to **SEARCH TYPE** on the Search Index Screen, and press **ENTER**. The Alpha display option will remain in effect until the Search Index function is exited or another display option selected.

2. **The results screen that displays for this option is the first page in an alphabetic list.** If a search finds more than 50 pages, <MORE> displays in the upper right corner under the page count. Use **F8** on page 50 to look at the next group of pages.
3. **Type at least two letters for the search name.** To find **Smith**, a search may be done on **Sm** but not on **S**. However, if searching for a name that begins with a single letter followed by a space or special character, the single letter can be searched. Example: Type **A** to find **A Z Construction** and **A-1 Plumbing**.

Note: The less information entered, the longer the search will take.

4. **Punctuation, special characters, and common words such as "the" or "and" are NOT ignored by the Alpha Search.** A search for **Boeing Company**, will NOT find **The Boeing Company**.
5. **Embedded spaces in names with prefixes (Van, La, De, etc.) are NOT ignored using the Alpha Search.** A search for **Van Dorm**, will NOT find **VanDorm**.
6. **Help windows are available.** Position the cursor on the field in question, and press **F1**. To see an overview of the entire screen, position the cursor on the name of the screen (SEARCH INDEX), and press **F1**. Press **F3** to exit help windows.

***Note:** If a case is archived (met eligibility requirements for mandatory off-line data removal), an asterisk will appear next to the case number. If the court has also physically archived the file and recorded additional archiving information, such as microfilm reel and frame numbers, this will be displayed on the line below. The DOCKET and ATTORNEY information is not available for archived cases. If you cannot display any screens for an archived case, the court where the case resides may be able to unarchive or restore the case data if it has not been moved completely off-line.*

WEIGHTED SEARCH

When using the Weighted Search, each name the search program finds is given a weight indicating how closely it matches the name entered on the Search Index Screen. Names with high weights display first; 100 is the highest possible weight. The weight, assigned by the program, is displayed on the Search Index Screen next to a name.

Each name in SCOMIS has a standardized search key associated with it. The standardized search key is a simplified version of the name used to compare it to other names and to find names that are possible matches. The standardized search keys use a reduced and simplified alphabet in order to help find names that sound alike. In creating search keys, for example, the search program converts most vowels to **A**; **M** is converted to **N**; **V** and **PH** are converted to **F**. Examples: **Steven** and **Stephen** convert to **Stafan**; the last names **Kenner**, **Kumar**, and **Connor** convert to **Kanar**

For the Weighted Search, the program converts the name entered on the Search Index Screen into a standardized search key. The search program then compares the search key for the name typed on the Search Index Screen to the search keys for names in SCOMIS. Finally, the Search Index Screen displays those SCOMIS names with a matching search key.

The advantage of this standardization is the search program can find spelling variations and nicknames. The disadvantage is the search program may find names considered illogical.

Example of a *Weighted Search* for Johnson, Timothy

```

JSM064  SEARCH INDEX                KING SUPERIOR  07-08-98 10:00   1 OF   3
CASE TYPE  : 1 NAME: JOHNSON, TIMOTHY
SEARCH TYPE: W (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED:      THRU      (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

LITIGANT NAME                WGT  CASE NUMBER  CONN.    FILED  ORIG.CHARGE
JOHNSON, TIMOTHY              100 * 85-1-01888-1 DEF01   05-23-85 ROBBFIRSDEGR
                                ARCH DATE: 09-24-89 R/F: S4854   799
JOHNSON, TIMOTHY A            93   98-1-04983-5 DEF01   06-03-98 CONT SUBST V
JOHNSON, TIMOTHY RAE          90 * 81-1-03475-2 DEF01   11-12-81 BURGLSECDEGR
                                ARCH DATE: 10-31-87 R/F: S2477   1688
JOHNSON, TIM LEE              86 * 83-1-02749-3 DEF01   09-27-83 THEFT1-NOFRM
                                ARCH DATE: 01-24-93 R/F: S11033  1392
JOHNSON, TIMOTHY EUGENE        86   97-1-00393-4 DEF01   01-27-97 CONT SUBST V
JOHNSON, TIMOTHY CHARLES       85 * 85-1-03379-1 DEF02   09-27-85 ROBBSECDEGRE
                                ARCH DATE: 05-17-92 R/F: S9674   1398
JOHNSON, TIMOTHY CHARLES       85 * 88-1-03641-8 DEF01   12-08-88 POSSESS 2ND
                                ARCH DATE: 09-27-92 R/F: S10270  1408
JOHNSON, TIMOTHY CHARLES       85   90-1-05910-0 DEF01   11-07-90 FORGERY
                                ARCH DATE: 08-26-97 R/F:

                                "*" SOME RECORDS HAVE BEEN MOVED OFF-LINE
?                                F1=Help  F7=Bwd  F8=Fwd (more) CLR=Return PA1=Cancel

```

1. **To choose the Weighted display, fill in the case type, name, type W next to SEARCH TYPE on the Search Index Screen, and press ENTER.** The Weighted display is the program default and will remain in effect until another display option is selected.
2. **The results screen that displays for this option is the first page in a list of names closest to the name entered on the Search Index Screen.** Until familiar with the operation of the Weighted Search, page forward **F8** to review some of the names with lower weights to find a possible match.
3. **Always enter the entire surname, and, if possible, the entire first and middle names or initial.** In a search for **Smith, S.**, the results may include **Smith, S.**; **Smyth, Sam**; **Smooth, Sarah**; **Smuta, S.**; and many other matches. In order to narrow the search, enter as much information as possible.
4. **Exact spelling is not required.** Examples: **Johnson = Johnsen = Jonsen**; **Scott = Scot**. It's better to guess at the spelling than to enter a partial name. Try to include any consonants in the name and to include them in the proper order. For a complicated name, the first few consonants are much more important than those that occur later in the name. Use of the correct vowels is less important (unless the name begins with a vowel).
5. **Do not search for partial names.** If **Smi** is entered, the system will not find **Smith**. If **Smith, Sco** is entered instead of **Smith, Scott**, the system may not find **Smith, Scott**. There is a difference between partial names and nicknames (diminutive names). The search program can find many nicknames but not partial names. So, if **Smith, Al** is entered, the system will find **Smith, Albert**; if **Smith, Alb** is entered, the system may not find **Smith, Albert**.
6. **Nicknames may be used in a search.** The Weighted Search will find the full name from which the nickname is derived. Example: **Dan = Daniel, Beth = Elizabeth, Joe = Joseph**. Although a search may be conducted using the last name and the initial of the first name, it is NOT recommended to search using the last name and the first initial of a nickname. Example: **Smith, Tony** will find **Smith, Tony** and **Smith, Anthony**. **Smith, T** will NOT find **Smith, Tony** because **Smith, Tony** is converted to the standard search key for **Smith, Anthony**.

The search program may assign a relatively high weight to nicknames and to sound-alikes similar in length to a search name. Page forward F8 past nicknames and sound-alikes to find all possible matches for a name being searched.
7. **Do not search using a single alphabetic letter with no other words in a search name.** The search program will find nothing at all for most letters.

8. **Special characters, punctuation, titles or articles (parts of speech), or corporate designations in a search, even if they are part of the name, do not need to be included.** Since these items are ignored by the Weighted Search, including them will neither hinder nor assist your search.

- Hyphens and asterisks are ignored
- Punctuation (e.g., periods and commas) is ignored
- Spaces are not always ignored; see #9, below
- Apostrophes are ignored; **D'Angelo** is translated to **Dangelo**; however, because spaces are not always ignored, the search program will not find **D Angelo** if you enter **D'Angelo** or **Dangelo**; see #9 below
- Titles (like Mr, Mrs, Sr, Jr, II, DBA, etc.) are ignored
- Articles (like the or and) are ignored
- Corporate designations (like Co. or Company; Corp or Corporation; and Inc. or Incorporated) are ignored
- Many common words are ignored (e.g., Department, County, International)

Words such as **the**, **Company**, and **County** are known as *buzzwords*. Serious problems may be encountered in a search when a person's name is the same as a buzzword. If the results of a search include a large number of names that seem to have no resemblance to the name requested, consider whether an ESSENTIAL part of the name includes a common word (e.g., **Town**). **Report any occurrences of this problem to the Help Center (360-357-2412, option 3).** It may be necessary for the OAC to remove that word from the list of buzzwords (**Town** is now excluded from the buzzword list).

9. **Omit spaces when searching for a surname that has embedded spaces.** The Weighted Search has a list of common prefixes paired with surnames (**Van, de, la, Mc, etc.**). If searching on a name with one of these prefixes, type the name WITHOUT embedded spaces, and the Weighted Search will find names in SCOMIS with or without the embedded space. Example: **VanDorm** will find **Van Dorm** and **VanDorm**.

EXCEPTION: If searching for a surname with an embedded space and an UNUSUAL prefix, search for the name without the space and search again with the space. Example: Search for **TenWaring, Henry** and again for **Ten Waring, Henry**.

As of March 1998, the search program recognizes the following prefixes: **Da, De, Del, Der, Du, La, Le, Lu, Mc, Mac, Van, Van Den, Van Der, Vanden, Vander, Ver, Von, Von Den, Von Der, Vonden, Vonder.**

10. **The first word in a search should be the first word in the name of a company or the surname of an individual.** If searching for **The Happy Sunshine Co.**, the first word should be **Happy** rather than **Sunshine**. If **The** is entered before **Happy**, the system will ignore it, because it's an article.

If a company name begins with initial letters (e.g., **M & M Diesel**), the search program will focus its search on the first WORD in the name that is not an initial or buzzword. If **M & M Diesel** is entered, the search program will search for **Diesel M M**. The search results will find and display **M & M Diesel**, but may also display names like **DaSalla, Max** and **Dezell, John M**.

If not sure which part of the name has been entered as the surname in SCOMIS, search once on the surname and again on the other part of the name. E.g., if searching for **Carlos Martinez Garcia**, search for both **Garcia, Carlos Martinez** and **Martinez, Carlos**.

11. **When a last name is hyphenated, search on the full hyphenated name.** Also search on the SECOND part of the hyphenated name. Example: When searching for **Frankel-Norton, Miriam**, the Search program will find **Frankel-Norton, Miriam** and **Frankel, Miriam**; but it will not find **Norton, Miriam**. Therefore, both **Frankel-Norton, Miriam** and **Norton, Miriam** should be searched.
12. **Help windows are available.** Position the cursor on the field in question, and press **F1**. To see an overview of the entire screen, position the cursor on the name of the screen (SEARCH INDEX), and press **F1**. Press **F3** to exit help windows.

UNWEIGHTED SEARCH

When using the Unweighted Search, the search program converts the name entered on the Search Index Screen into a standardized search key and displays the results in alphabetic order.

Each name in SCOMIS has a standardized search key associated with it. The standardized search key is a simplified version of the name used to compare it to other names and to find names that are possible matches. The standardized search keys use a reduced and simplified alphabet in order to help find names that sound alike. In creating search keys, for example, the search program converts most vowels to **A**; **M** is converted to **N**; **V** and **PH** are converted to **F**. Examples: **Steven** and **Stephen** convert to **Stafan**; the last names **Kenner**, **Kumar**, and **Connor** convert to **Kanar**.

When a name is entered on the Search Index Screen, the search program then compares the search key for the name entered to the search keys for names in SCOMIS. Finally, the Search Index Screen displays those SCOMIS names with a matching search key.

The advantage of this standardization is the search program can find spelling variations and nicknames. The disadvantage is the search program may find names considered illogical.

Example of an *Unweighted Search* for Johnson, Timothy

```

JSM064  SEARCH INDEX                KING SUPERIOR  07-08-98 10:18   2 OF   3
CASE TYPE  : 1 NAME: JOHNSON, TIMOTHY
SEARCH TYPE: U (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED:      THRU      (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

LITIGANT NAME                WGT  CASE NUMBER  CONN.    FILED  ORIG.CHARGE
JOHNSON, TIMOTHY              * 85-1-01888-1 DEF01  05-23-85 ROBBFIRSDEGR
ARCH DATE: 09-24-89 R/F: S4854 799
JOHNSON, TIMOTHY A            98-1-04983-5 DEF01  06-03-98 CONT SUBST V
JOHNSON, TIMOTHY CHARLES      80-1-02456-2 DEF01  06-27-80 BURGFIRDEGRE
JOHNSON, TIMOTHY CHARLES      * 85-1-03379-1 DEF02  09-27-85 ROBBSECDEGRE
ARCH DATE: 05-17-92 R/F: S9674 1398
JOHNSON, TIMOTHY CHARLES      87-1-03539-1 DEF01  08-27-87 TAKVEHPERMIS
ARCH DATE: 09-26-93 R/F: S12377 13
JOHNSON, TIMOTHY CHARLES      * 88-1-03641-8 DEF01  12-08-88 POSSESS 2ND
ARCH DATE: 09-27-92 R/F: S10270 1408
JOHNSON, TIMOTHY CHARLES      * 88-1-05285-5 DEF01  10-11-88 ESCAPEFIRSTD
ARCH DATE: 09-27-92 R/F: S10193 1290
JOHNSON, TIMOTHY CHARLES      90-1-05910-0 DEF01  11-07-90 FORGERY
ARCH DATE: 08-26-97 R/F:
JOHNSON, TIMOTHY CHARLES      95-1-06354-0 DEF01  09-25-95 TAKVEHPERMIS
*** SOME RECORDS HAVE BEEN MOVED OFF-LINE
?                               F1=Help F7=Bwd F8=Fwd (more) CLR=Return PA1=Cancel

```

1. To choose the Unweighted display, fill in the case type, name, type U next to SEARCH TYPE on the Search Index Screen, and press ENTER. The Unweighted Search type will remain in effect until another display option is selected.
2. The results screen that displays for this option is the page in the list of names displayed which has the closest match to the name entered on the Search Index Screen. Until familiar with the operation of the Unweighted Search, page forward F8 and backward F7 to review other names retrieved by the program to find a possible match.
3. Always enter the entire surname, and, if possible, the entire first and middle names or initial. In a search for Smith, S., the results may include Smith, S.; Smyth, Sam; Smooth, Sarah; Smuta, S.; and many other matches. In order to narrow the search, enter as much information as possible.
4. Exact spelling is not required. Examples: Johnson = Johnsen = Jonsen; Scott = Scot. It's better to guess at the spelling than to enter a partial name. Try to include any consonants in the name and to include them in the proper order. For a complicated name, the first few consonants are much more important than those that occur later in the name. Use of the correct vowels is less important (unless the name begins with a vowel).

5. **Do not search for partial names.** If **Smi** is entered, the system will not find **Smith**. If **Smith, Sco** is entered instead of **Smith, Scott**, the system may not find **Smith, Scott**. There is a difference between partial names and nicknames (diminutive names). The search program can find many nicknames but not partial names. So, if **Smith, Al** is entered, the system will find **Smith, Albert**; if **Smith, Alb** is entered, the system may not find **Smith, Albert**.
6. **Nicknames may be used in a search.** The Unweighted Search will find the full name from which the nickname is derived. Example: **Dan = Daniel, Beth = Elizabeth, Joe = Joseph**. Although a search may be conducted using the last name and the initial of the first name, it is NOT recommended to search using the last name and the first initial of a nickname. Example: **Smith, Tony** will find **Smith, Tony** and **Smith, Anthony**. **Smith, T** will NOT find **Smith, Tony** because **Smith, Tony** is converted to the standard search key for **Smith, Anthony**.
7. **Do not search using a single alphabetic letter with no other words in a search name.** The search program will find nothing at all for most letters.
8. **Special characters, punctuation, titles or articles (parts of speech), or corporate designations in a search, even if they are part of the name, do not need to be included.** Since these items are ignored by the Unweighted Search, including them will neither hinder nor assist your search.
 - Hyphens and asterisks are ignored
 - Punctuation (e.g., periods and commas) is ignored
 - Spaces are not always ignored; see #9, below
 - Apostrophes are ignored; **D'Angelo** is translated to **Dangelo**; however, because spaces are not always ignored, the search program will not find **D Angelo** if you enter **D'Angelo** or **Dangelo**; see #9 below
 - Titles (like Mr, Mrs, Sr, Jr, II, DBA, etc.) are ignored
 - Articles (like the or and) are ignored
 - Corporate designations (like Co. or Company; Corp or Corporation; and Inc. or Incorporated) are ignored
 - Many common words are ignored (e.g., Department, County, International)

Words such as **the, Company, and County** are known as *buzzwords*. Serious problems may be encountered in a search when a person's name is the same as a buzzword. If the results of a search include a large number of names that seem to have no resemblance to the name requested, consider whether an ESSENTIAL part of the name includes a common word (e.g., **Town**). **Report any occurrences of this problem to the Help Center (360-357-2412, option 3).** It may be necessary for the OAC to remove that word from the list of buzzwords (**Town** is now excluded from the buzzword list).

9. **Omit spaces when searching for a surname that has embedded spaces.** The Unweighted Search has a list of common prefixes paired with surnames (**Van, de, la, Mc, etc.**). If searching on a name with one of these prefixes, type the name **WITHOUT** embedded spaces, and the Unweighted Search will find names in SCOMIS with or without the embedded space. Example: **VanDorm** will find **Van Dorm** and **VanDorm**.

EXCEPTION: If searching for a surname with an embedded space and an **UNUSUAL** prefix, search for the name without the space and search again with the space. Example: Search for **TenWaring, Henry** and again for **Ten Waring, Henry**.

As of March 1998, the search program recognizes the following prefixes: **Da, De, Del, Der, Du, La, Le, Lu, Mc, Mac, Van, Van Den, Van Der, Vanden, Vander, Ver, Von, Von Den, Von Der, Vonden, Vonder.**

10. **The first word in a search should be the first word in the name of a company or the surname of an individual.** If searching for **The Happy Sunshine Co.**, the first word should be **Happy** rather than **Sunshine**. If **The** is entered before **Happy**, the system will ignore it, because it's an article.

If a company name begins with initial letters (e.g., **M & M Diesel**), the search program will focus its search on the first **WORD** in the name that is not an initial or buzzword. If **M & M Diesel** is entered, the search program will search for **Diesel M M**. The search results will find and display **M & M Diesel**, but may also display names like **DaSalla, Max** and **Dezell, John M**.

If not sure which part of the name has been entered as the surname in SCOMIS, search once on the surname and again on the other part of the name. E.g., if searching for **Carlos Martinez Garcia**, search for both **Garcia, Carlos Martinez** and **Martinez, Carlos**.

11. **When a last name is hyphenated, search on the full hyphenated name.** Also search on the **SECOND** part of the hyphenated name. Example: When searching for **Frankel-Norton, Miriam**, the search program will find **Frankel-Norton, Miriam** and **Frankel, Miriam**; but it will not find **Norton, Miriam**. Therefore, both **Frankel-Norton, Miriam** and **Norton, Miriam** should be searched.
12. **Help windows are available.** Position the cursor on the field in question, and press **F1**. To see an overview of the entire screen, position the cursor on the name of the screen (**SEARCH INDEX**), and press **F1**. Press **F3** to exit help windows.

VIEWING SCREENS FROM THE SEARCH INDEX

The following case screens can be accessed from the SEARCH INDEX Screen: Accounting, Archive, Basic, Charge, Docket, Names, Schedule, Sentence, Status, Summary. The Attorney Screen may also be viewed from the SEARCH INDEX only if you know the Washington State Bar Association Number of the attorney.

Viewing these screens from the SEARCH INDEX Screen is called **SUBCOMMANDING**.

```

JSM064   SEARCH INDEX                MASON SUPERIOR  06-18-99 08:53    5 OF 50
CASE TYPE : 2 NAME: JOHNS                                <MORE>
SEARCH TYPE: A (U=UNWEIGHTED, W=WEIGHTED, A=ALPHA LIST)
YEAR(S) FILED:      THRU      (OPTIONAL. LEAVE BLANK TO SEARCH FOR ALL YEARS)

LITIGANT NAME                WGT   CASE NUMBER  CONN.    FILED    CAUSE
JOHNSON BROTHERS              99-2-00236-2 PLA04  03-25-99 COMMERCIAL
                                SHAWN JOHNSON, ET UX, ET AL V DANA L. TI
JOHNSON., WESLEY MET UX      * 2-418TAX      DEF294 09-19-86 FORECLOSURE
                                MASON COUNTY V BOWMAN L CHELETTE ET AL
                                ARCH DATE: 04-30-89 R/F:
JOHNSON, A HALDANE           90-2-00238-5 PLA05  07-30-90 ADMN LAW RV
                                ARTHUR JOHNSON V ST OF WA, DEPT ECOLOGY
                                ARCH DATE: 04-23-95 R/F: 875
JOHNSON, A HALDANE           * 95-2-00420-6 PLA01  07-13-95 COMMERCIAL
                                A HALDANE JOHNSON ET UX DBA V NAPELA TUR
                                ARCH DATE: 04-27-98 R/F: 927
JOHNSON, ALAN T              * 94-2-00116-1 DEF01  03-02-94 QUIET TITLE
                                LARRY TUKE ET UX V ALAN JOHNSON ET UX ET
                                ARCH DATE: 04-23-99 R/F: 906

                                "*" SOME RECORDS HAVE BEEN MOVED OFF-LINE
? disp dock                  F1=Help  F7=Bwd  F8=Fwd (more)  CLR=Return  PA1=Cancel

```

SEARCH INDEX SCREEN

Subcommand Field

1. Tab to the Subcommand Field.
2. Type the name of the screen desired (e.g., **DISPLAY DOCKET**) -- **remember, you only need to type the first four characters of each command; e.g., disp dock = display docket; disp basi = display basic, etc.**
3. Place the cursor on the line of the case you wish to view.
4. Press **ENTER**, and the screen will display.
5. Continue to enter **DISPLAY** (and the name of the screen to be viewed) on the Subcommand Field until all case information is obtained. You can also change the county using the Subcommand Field; type county and the name of the county desired (i.e., county skagit), and press **ENTER**.
6. Press **PA1** to return to the **COMMAND** Screen, **OR** type in a new case type and name for another search.

Note: The selected search type (alpha, weighted, unweighted) will remain until you change it, or until you exit to the **COMMAND** Screen.

SEARCH ATTORNEY

The SEARCH ATTORNEY Command provides a statewide search of the Supreme Court Person file. Individuals found in this file include attorneys, judges, commissioners, etc. If a match is found, it will appear first on the list followed by an alphabetic list from that point on. If no match is found, the next name alphabetically on the list will be the first name displayed.

To use the SEARCH ATTORNEY Command, type the following in the fields indicated:

1. COMMAND? **SEARCH**
2. SECTION? **ATTORNEY**
3. CASE # ? (Leave case number blank)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? sear
SECTION? atto
CASE # ?
NON-SCOMIS #?
```

COMMAND SCREEN

The SEARCH ATTORNEY Screen will appear with instructions for locating attorney information.

```
JSM073  SEARCH ATTORNEY                KING SUPERIOR  06-09-99 11:15    1 OF    1
ENTER NAME:
```

<p>Step 1: Enter name to start search: Attorney last name, comma, space, first name (Optional)</p> <p>Step 2: Press the "Enter" key</p> <p>Step 3: Press the "PF8" key to look at more lines</p> <p>After paging forward with "PF8", the "PF7" key will redisplay previous screens</p> <p>Step 4: Press the "Clear" key to return to this screen</p> <p>Step 5: Press the "PA1" key to Exit the Search Attorney command</p>	<p>Options after Step 2:</p> <p>(a) Move the cursor to an attorney line and press the "Enter" key to display full address information</p> <p>(b) Move the cursor to an attorney line and press the "PF5" key to retain an attorney name and bar number for placement on the Case Names screen</p>
---	---

```
?                                Enter Name                ENTER=Process  PA1=Cancel
```

SEARCH ATTORNEY SCREEN

RETRIEVING INFORMATION FROM THE SEARCH ATTORNEY SCREEN

1. Enter the name of the attorney you wish to view (up to 30 characters). The name should be entered last name first, followed by a comma and the first name. If the full name is not known, enter as much of the name as is known. Be sure to separate the last and first name by a comma. If the name is not found, check the spelling of the first and last name.
2. Press the **ENTER** key. The system locates the name closest to the entered name. The names will be displayed in alphabetical order.

Note: The NAME Field is made up of both the attorney's name and current Bar Association status. The status is reflected by one of the three following displays:

**DECEASED	The attorney has passed away.
**NOT ACTV	The attorney is currently not active. Use the DISPLAY ATTORNEY Subcommand to view the actual attorney's status (e.g., resigned, suspended, disbarred, etc.)
(NONE SHOWN)	The attorney is currently in an active status.

JSM073	SEARCH ATTORNEY	KING SUPERIOR	06-15-99	09:05	1 OF	4
ENTER NAME: PORTER, ROB						
BAR #	-----NAME-----	----	LOCATION-----	----	PHONE-----	----
25557	PORTER, ROBERT ELLIS		MOUNT VERNON	WA	(360) 336-9460	
01147	PORTERFIELD, ROBERT B	**NOT ACTV	SEATTLE	WA	(206) 623-1155	
07008	PORTMANN, KIRK SHELBY		SEATTLE	WA	(206) 623-1900	
13621	PORTNOY, LINDA SUE		LAKE FOREST P	WA	(206) 364-7711	
27292	PORTEUS, KATHRYN R		PORT ORCHARD	WA	(360) 337-7269	
22145	POSCH, THOMAS EDWARD	**NOT ACTV	CHARLESTON AF	SC	(803) 566-4416	
24522	POSEWITZ, BRIAN J.		PORTLAND	OR	(503) 802-2039	
09570	POSEY, TERRENCE CLAYTON		TACOMA	WA	(253) 383-1014	
13622	POSS, FRED J.		BOTHELL	WA	(425) 356-1293	
03866	POST, FREDERICK W	**DECEASED	EDMONDS	WA	(425) 776-4450	
24123	POSTLETHWAITE, JUDY	**NOT ACTV	FREMONT	CA	(702) 826-5867	
05321	POSTLEWAITE, PHILIP FREDE	**NOT ACTV	CHICAGO	IL	(312) 503-7359	
?	CLR=Help ENTER=Process F5=Keep F7=Bwd F8=Fwd PA1=Cancel					

ATTORNEY NAME SCREEN

3. If necessary, press the **F8** (page forward) key to view more of the attorney name list.

If you page beyond the desired name, use the **F7** (page back) key to move back to a previous page. It is not possible to page back beyond the name given in the search.

If the search name entered is alphabetically beyond the desired name, simply position your cursor in the ENTER NAME Field, and enter the correct name.

4. To view an attorney's address information, move the cursor onto the line containing the attorney's name, and press the **ENTER** key.
5. To return to the **SEARCH ATTORNEY** input screen, press the **PA1** (Clear) key.

***Note:** It is also possible to conduct another search without clearing the screen. Move the cursor back to the NAME Field at the top of the screen, type the new name, and press the **ENTER** key.*

EXITING FROM SEARCH ATTORNEY

To exit from SEARCH ATTORNEY and return to the COMMAND Screen, press the **PA1** (Cancel) key.

DISPLAY COMMANDS

The DISPLAY Command enables you to view case information from the COMMAND Screen. Attorney information and calendars are also available using the DISPLAY Command.

The following screens are available using the DISPLAY Command: ACCOUNTING, ARCHIVE, ATTORNEY, BASIC, CALENDAR, CHARGE, DOCKET, NAMES, SCHEDULE, SENTENCE, STATUS, and SUMMARY. Detailed information on each screen follows.

DISPLAY ACCOUNTING

The ACCOUNTING Screen contains the accounting information from the DOCKET Screen.

From the COMMAND Screen, type:

1. COMMAND? **DISPLAY**
2. SECTION? **ACCOUNTING**
3. CASE # ? (Enter Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? disp
SECTION? acco
CASE # ? 95 1 00815 8
NON-SCOMIS #?
```

COMMAND SCREEN

The ACCOUNTING Screen will be displayed for the case number entered.

```
JSM037  DISPLAY ACCOUNTING                KING SUPERIOR  06-14-99 08:57   1 OF   1
CASE#: 95-1-00815-8 SEA                JUDGMENT# YES                JUDGE ID:
TITLE: STATE VS GREEN
NOTE1:
NOTE2:

SUB#    DATE        CODE    DESCRIPTION/NAME                SECONDARY
-       01/26/1995  $FFA    FILING FEE ASSESSED                110.00
6       02/08/1995  $SHRTWA SHERIFF'S RETRN ON WARRNT OF ARREST  15.50
-       05/09/1995  $NOTE    CALCULATION - COURT COSTS
                MFILM                125.50
                S/D: 5/19/95 - DUBUQUE
20      05/22/1995  JS      JUDGMENT AND SENTENCE
                COMMT ISSD 05-22-95
-       05/22/1995  $PACV    PENALTY ASSESSED - CRIME VICTIMS

?                               F1=Help  Enter=Process  F7=Bwd  F8=Fwd  PA1=Cancel
```

DISPLAY ACCOUNTING SCREEN

To cancel the DISPLAY ACCOUNTING Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.

DISPLAY ARCHIVE

Cases are eligible for data removal to off-line storage 18 months after completion of the case where no docket entries have been made within that time period. This process is called ARCHIVING, and it also removes attorney names and docket screen data. This screen lists the date the case was moved off-line, and if it has been microfilmed, the reel and frame number will be displayed.

From the COMMAND Screen, type:

1. COMMAND? **DISPLAY**
2. SECTION? **ARCHIVE**
3. CASE # ? (Enter Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? disp
SECTION? arch
CASE # ? 90 1 01826 8
NON-SCOMIS #?
```

COMMAND SCREEN

The ARCHIVE Screen will be displayed for the case number entered.

```
JSM077  DISPLAY ARCHIVE                KING SUPERIOR  06-17-99 09:49   1 OF   1
CASE#: 90-1-01826-8
TITLE: STATE VS JOHNSON
FILED: 03/16/1990
NOTE1: *CASE SET P2
NOTE2: *SUB 51 SEALED PER SUB 52*
DATE CASE ARCHIVED: 08/26/1997          OFF-LINE DATE: 11/16/1997

FOR ACCESS TO DOCKET REFER TO:
MICROFICHE OR      MICROFILM
  DATED            REEL    FRAME

08/26/1997                INITIAL CASE FILE

                                ADD ON DOCUMENTS

?                            F1=Help  ENTER=Process  PA1=Cancel
```

DISPLAY ARCHIVE SCREEN

To cancel the DISPLAY ARCHIVE Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.

Note: *Some archived cases do not move all data off-line. You may be able to use the Subcommand Field to DISPLAY BASIC, SENTENCE, CHARGE, etc. The DOCKET and ATTORNEY information is not available for archived cases. If you cannot display any screens for an archived case, the court where the case resides may be able to unarchive or restore the case data if it has not been moved completely off-line.*

The Washington Court Directory (a list of courts and their telephone numbers) is located on the Internet at: <http://www.courts.wa.gov/directory/>

DISPLAY ATTORNEY

The ATTORNEY Screen contains the address data maintained in the Supreme Court Person file. Individuals (persons) found in this file include attorneys, judges, commissioners, etc.

To use the DISPLAY ATTORNEY function, you must know the Washington State Bar Association number for the attorney you wish to view. If you do not know the Bar number, you may search an alphabetical list of attorneys by using the SEARCH ATTORNEY instructions found on page 19.

From the COMMAND Screen, type:

1. COMMAND? **DISPLAY**
2. SECTION? **ATTORNEY**
3. CASE # ? (Ignore Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? disp
SECTION? atto
CASE # ?
NON-SCOMIS #?
```

COMMAND SCREEN

The DISPLAY Attorney Screen will be displayed.

```
JSM075  DISPLAY ATTORNEY              KING SUPERIOR  06-14-99 08:59   1 OF   1
ENTER BAR NUMBER:

      NAME :
ADDRESS 1 :
ADDRESS 2 :
      CITY:                STATE:        ZIP:
      PHONE:                LAST ADDRESS CHANGE:
      STATUS:

?.....Enter bar number          ENTER=Process  PA1=Cancel
```

DISPLAY ATTORNEY SCREEN

5. Enter the Washington State Bar Association number for the attorney you wish to view, and press the **ENTER** key.

The system will respond with the name and address data for the requested person.

JSM075	DISPLAY ATTORNEY	KING SUPERIOR	06-21-99 10:12	1 OF	1
ENTER BAR NUMBER: 01234					
NAME: LYNCH, WALTER GERALD					
ADDRESS 1 : 535 E DOCK ST STE 209					
ADDRESS 2 :					
CITY: TACOMA		STATE: WA	ZIP: 98402-4614		
PHONE: (253) 627-6242		LAST ADDRESS CHANGE: 09/09/1997			
STATUS: Active					
?	Enter bar number	ENTER=Process	PA1=Cancel		

COMPLETED ATTORNEY SCREEN

Should an erroneous Bar Number be entered, the message BAR NUMBER NOT FOUND will be displayed.

To cancel the DISPLAY ATTORNEY Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.

DISPLAY BASIC

The BASIC Screen contains the filing date, case title, cause of action, resolution, completion, and consolidation information. This screen will be found as part of case types 1 through 8.

From the COMMAND Screen, type:

1. COMMAND? **DISPLAY**
2. SECTION? **BASIC**
3. CASE # ? (Enter Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? disp
SECTION? basi
CASE # ? 85 1 01092 9
NON-SCOMIS #?
```

COMMAND SCREEN

The BASIC Screen will appear for the case number entered.

```
JSM003  DISPLAY BASIC                                KING SUPERIOR  06-14-99 08:52   1 OF   1
CASE#: 95-1-00815-8 SEA          JUDGMENT# YES          JUDGE ID:
TITLE: STATE VS GREEN
FILED: 01 26 1995                APPEAL FROM LOWER COURT? NO

RESOLUTION: GP      DATE: 03 23 1995 GUILTY PLEA
COMPLETION: JODF    DATE: 05 19 1995 JUDGMENT/ORDER/DECREE FILED
STATUS      : CMPL  DATE: 05 19 1995 COMPLETED/RE-COMPLETED
CONSOLIDT:
NOTE1:
NOTE2:

OFF-LINE DATE:                RESTORE DATE:

?                               F1=Help  ENTER=Process  PA1=Cancel
```

BASIC SCREEN

To cancel the DISPLAY BASIC Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.

DISPLAY CALENDAR

The DISPLAY CALENDAR Command enables you to:

- Display the total number of cases set on a calendar (including subtotals for calendars made up of subsections) for a given date or date range.
- Display detail information about cases set on a calendar.

From the COMMAND Screen, type:

1. COMMAND? **DISPLAY**
2. SECTION? **CALENDAR**
3. CASE # ? (Ignore Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? disp
SECTION? cale
CASE # ? 85 1 01092 9
NON-SCOMIS #?
```

COMMAND SCREEN

The DISPLAY CALENDAR Screen will appear for the county selected.

The Calendars displayed are for the domain indicated at the bottom of your screen. Domains are queues that hold calendar reports which may be viewed but not printed. Additional valid domains for the site are also indicated.

```
JSM023  DISPLAY CALENDAR                KING SUPERIOR  06-14-99 09:04   1 OF   1
CALENDAR DATE(S) :      ,      ,      THROUGH:      ,      ,
SELECT CALENDAR(S) (OPTIONS: T=TOTAL SETTINGS  D=DISPLAY DETAIL  S=SEND DETAIL)
SCHEDULED TRIAL CALENDAR

DOMAIN = S17A  VALID DOMAINS ARE: * B C E J K
?              F1=Help ENTER=Process  F7=Bwd  F8=Fwd  PA1=Cancel
```

DISPLAY CALENDAR SCREEN

Subcommand Field: Enter DOMAIN S??* to see a list of calendars

If you wish to see a list of calendars in a different domain, move the cursor to the Subcommand Field and enter the command of the domain desired, e.g., DOMAIN S17E (the S=SCOMIS, the next two digits are the site ID, the letter is the calendar domain). Remember that Adoption, Mental Illness, and Juvenile Dependency are restricted case types--these calendars will not display; valid domains are listed above the Subcommand Field - * B C E J K.

If you wish to see a list of calendars in all domains, move the cursor to the Subcommand Field, and enter the command, "DOMAIN S??*" (the question marks equal the two digit site ID; followed by the asterisk when a calendar list is requested). See example below.

Press **ENTER**.

```

JSM023  DISPLAY CALENDAR                KING SUPERIOR  06-21-99 10:54   1 OF 10

CALENDAR DATE(S) :      ,      ,      ,      THROUGH:      ,      ,      ,

SELECT CALENDAR(S) (OPTIONS: T=TOTAL SETTINGS, D=DISPLAY DETAIL, S=SEND DETAIL)
                                -DOMAIN-
      ADOPTION CALENDAR                      E
      JUVENILE ARRAIGNMENT CALENDAR, 9:00 AM   C
      ADD ON CALENDAR                        C
      KENT FAMILY LAW AFFIDAVIT TRIAL CALENDAR K
      ASBESTOS MOTION HEARING                E
      KENT JUVENILE SPECIAL SET               K
      ANTIHARASSMENT CALENDAR ROOM E942 1:30PM E
      SUPERIOR COURT ADD ON CALENDAR          E
      KENT NON-CONTESTED CALENDAR, 8:45 AM    K
      CLERK'S AUDIT REVIEW CALENDAR          E
      KENT JUVENILE COURT REVIEW CALENDAR     K
      JUVENILE CASE SETTING CALENDAR, 9:00 AM C
      CRIMINAL MOTIONS CONFIRMED             E
      STATUS CONFERENCE CALENDAR             B
      KENT CRIMINAL SRA, 8:30 AM              K
      KENT CASEFLOW NON-COMPLIANCE CALENDAR   J
DOMAIN = S17*  VALID DOMAINS ARE: * B C E J K
?              F1=Help  ENTER=Process  F7=Bwd  F8=Fwd  PA1=Cancel

```

DISPLAY CALENDAR SELECTION SCREEN

5. The cursor will be positioned in the first Date Field. Type the date of the calendar, using the MM-DD-YYYY format.

- If you wish to select a date range, type the second date in the Through Field. The range cannot exceed seven calendar days.
- If you select a date range, response time will be somewhat slower since the search will require greater computer resources.
- If you do not wish to select a date range, press the TAB key to bypass the Through Field.

Note: If the Display Calendar Selection Screen consists of multiple pages, the date or date range can be entered on any page and it will be valid for all pages.

6. When the date(s) are completed, the cursor will be positioned in the one-character Select Calendar Field on the left side of the first calendar on the list.

Type either T OR D beside the calendar of your choice:

- T - Will take you to the Display Calendar Totals Screen. This screen provides a count of the number of cases set on the calendar on the date(s) you specified. (Changes cannot be made on this screen.)
- If multiple calendar codes make up the calendar (i.e., if the calendar has subsections), a subtotal for each section of the calendar will appear, as well as a grand total.
- D - Will take you to the Display Calendar Case Detail Screen. This screen provides information about each case set on the calendar on the date(s) you specified. (Changes cannot be made on this screen.)
- You can select multiple calendars for display, and the selection code can vary from calendar to calendar.
- *Note: You cannot select multiple calendars if a date range was entered. You will receive an error message if you attempt to do so.*

The completed Display Calendar Selection Screen should look something like the following example.

JSM023	DISPLAY CALENDAR	KING SUPERIOR	06-21-99 10:54	1 OF 10
CALENDAR DATE(S): , , , THROUGH: , , ,				
SELECT CALENDAR(S) (OPTIONS: T=TOTAL SETTINGS, D=DISPLAY DETAIL, S=SEND DETAIL)				
-DOMAIN-				
	ADOPTION CALENDAR		E	
	JUVENILE ARRAIGNMENT CALENDAR, 9:00 AM		C	
D	ADD ON CALENDAR		C	
	KENT FAMILY LAW AFFIDAVIT TRIAL CALENDAR		K	
T	ASBESTOS MOTION HEARING		E	
	KENT JUVENILE SPECIAL SET		K	
T	ANTI HARASSMENT CALENDAR ROOM E942 1:30PM		E	
D	SUPERIOR COURT ADD ON CALENDAR		E	
	KENT NON-CONTESTED CALENDAR, 8:45 AM		K	
	CLERK'S AUDIT REVIEW CALENDAR		E	
	KENT JUVENILE COURT REVIEW CALENDAR		K	
	JUVENILE CASE SETTING CALENDAR, 9:00 AM		C	
D	CRIMINAL MOTIONS CONFIRMED		E	
	STATUS CONFERENCE CALENDAR		B	
	KENT CRIMINAL SRA, 8:30 AM		K	
	KENT CASEFLOW NON-COMPLIANCE CALENDAR		J	
DOMAIN = S17* VALID DOMAINS ARE: * B C E J K				
? F1=Help ENTER=Process F7=Bwd F8=Fwd PA1=Cancel				

**DISPLAY CALENDAR SELECTION SCREEN
WITH CALENDARS SELECTED**

7. Press **ENTER**.

- The calendars will display in the order selected.
- As noted at the bottom of each screen, press **F5** to go to the next calendar.
- If you selected T (total) next to a calendar and wish to look at the detail (D) instead, when viewing the Totals Screen, go to the Subcommand Field (? lower left corner of screen), type in DETAIL, and press enter. The calendar detail will appear.

```

JSM025   DISPLAY CALENDAR                KING SUPERIOR  06-21-99 15:37   1 OF   1
                                         ADD ON CALENDAR
                                         06/03/1999

--CASE NO.-- -----ACTION----- --CASE TITLE-----
98-7-05708-2                                NO DISPLAY ACCESS FOR THIS CASE
96-8-08239-4 CS/DIV REV                     STATE VS ROBERTSON
99-8-00436-3 CS                             STATE OF WASHINGTON VS CHEATHAM, JAMIL
99-8-01871-2 CS                             STATE OF WASHINGTON VS PAIGE, VICTOR DEION
99-8-02744-4 CS                             STATE OF WASHINGTON VS MCCRONE, SARAH ALLISO
99-8-02767-3 CS                             STATE OF WASHINGTON VS EDMON, CORNELL L JR
99-8-02802-5 CS                             STATE OF WASHINGTON VS SLAUGHTER, ANTOINETTE
99-8-02929-3 CS                             STATE OF WASHINGTON VS ROLAND, JENNIFER NICH
99-8-03103-4 ARR/DR                         STATE OF WASHINGTON VS BOYSEN, CHADD L
99-8-03104-2 ARR/DR                         STATE OF WASHINGTON VS TYSON, JAMES LEE
99-8-03106-9 ARR/DR                         STATE OF WASHINGTON VS PORTER, TERRELL LEE
      11 SETTINGS FOR AD - ADD ON CALENDAR
      11 TOTAL SETTINGS FOR THURSDAY, JUNE 3, 1999

?                                     F5=Next  F7=Bwd  F8=Fwd  PA1=Cancel  SEND/TOTAL/DETAIL
  
```

ADD ON CALENDAR

```

JSM025   DISPLAY CALENDAR                KING SUPERIOR  06-21-99 15:37   1 OF   1
                                         ASBESTOS MOTION HEARING
                                         06/03/1999

      0 TOTAL SETTINGS FOR THURSDAY, JUNE 3, 1999

                                         ASBESTOS MOTION HEARING
  
```

```

JSM025   DISPLAY CALENDAR                KING SUPERIOR  06-21-99 15:38   1 OF   1
                                         ANTIHARASSMENT CALENDAR ROOM E942 1:30PM
                                         06/03/1999

      0 TOTAL SETTINGS FOR THURSDAY, JUNE 3, 1999

                                         ANTIHARASSMENT CALENDAR
  
```

```

JSM025   DISPLAY CALENDAR                KING SUPERIOR  06-21-99 15:38   1 OF   1
  
```

```

SUPERIOR COURT ADD ON CALENDAR
06/03/1999

--CASE NO.-- -----ACTION----- -----CASE TITLE-----
99-2-09515-4 ORDER TO SHOW CAUSE HARBOR PROPERTIES INC VS WILSON ET ANO
99-5-01495-3 NO DISPLAY ACCESS FOR THIS CASE
2 SETTINGS FOR AO - SUPERIOR COURT ADD ON CALENDAR
2 TOTAL SETTINGS FOR THURSDAY, JUNE 3, 1999

```

SUPERIOR COURT ADD ON CALENDAR

```

JSM025 DISPLAY CALENDAR KING SUPERIOR 06-21-99 15:38 1 OF 1
CRIMINAL MOTIONS CONFIRMED
06/03/1999

--CASE NO.-- -----ACTION----- -----CASE TITLE-----
98-1-08279-4 ****JAIL**** STATE OF WASHINGTON VS HERNANDEZ, LINO MEZA
98-1-08616-1 ***JAIL*** STATE OF WASHINGTON VS MILLER, ARCHIE F
2 SETTINGS FOR CC - CRIMINAL MOTIONS CONFIRMED
2 TOTAL SETTINGS FOR THURSDAY, JUNE 3, 1999

```

CRIMINAL MOTIONS CONFIRMED

To cancel the DISPLAY CALENDAR Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.

DISPLAY CHARGE

The CHARGE Screen contains additional information in criminal cases, including amended charges. This screen will be found only as part of Criminal and Juvenile Offender case types (1 and 8).

From the COMMAND Screen, type:

1. COMMAND? **DISPLAY**
2. SECTION? **CHARGE**
3. CASE # ? (Enter Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? disp
SECTION? char
CASE # ? 95 1 00815 8
NON-SCOMIS #?
```

COMMAND SCREEN

The CHARGE Screen will appear for the case number entered.

***Note:** Pre 1991 cases may have multiple defendants, and each will have a separate CHARGE Screen.*

```
JSM055  DISPLAY CHARGE                                KING SUPERIOR  06-14-99 08:56   1 OF   1
CASE#: 95-1-00815-8  SEA  DEF01  GREEN, ALAN JOSEPH
NOTE1:
NOTE2:
DEF.RESOLUTION CODE: GP   DATE: 03 23 1995 GUILTY PLEA
JUDGE: DUBUQUE
RS CNT RCW/CODE      CHARGE DESCRIPTION          DV INFO/VIOL  PCN
-----
          1 9A.56.300  THEFT OF A FIREARM          12 17 1994
          1 9A.56.040  THEFT 2ND DEGREE (NOT FIREARM) 12 17 1994
G
?                                F1=Help  ENTER=Process  F7=Bwd  F8=Fwd  PA1=Cancel
```

DISPLAY CHARGE SCREEN

To cancel the DISPLAY CHARGE Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.

DISPLAY DOCKET

The DOCKET Screen contains a record of documents filed, fees assessed and received, calendar dates, hearings held, and microfilm numbers. This screen is found for all case types.

From the COMMAND Screen, type:

1. COMMAND? **DISPLAY**
2. SECTION? **DOCKET**
3. CASE # ? (Enter Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? disp
SECTION? dock
CASE # ? 95 1 00815 8
NON-SCOMIS #?
```

COMMAND SCREEN

The DOCKET for the case number entered will appear.

***Note:** If there are multiple pages to the Docket, the system defaults to the last page. Use the F7 key to page backward or the F8 key to page forward through the screens.*

```
JSM007  DISPLAY DOCKET                                KING SUPERIOR  06-14-99  08:55   3 OF   4
CASE#: 95-1-00815-8 SEA                                JUDGMENT# YES                                JUDGE ID:
TITLE: STATE VS GREEN
NOTE1:
NOTE2:

SUB#    DATE      CODE    DESCRIPTION/NAME                                STATUS: CMPL  DATE: 05/19/1995
14      03 24 1995  OAPJPS  OR  OATH & APPR JDGE PRO TEM & STIP                                SECONDARY
15      03 24 1995  STTDFG  STATEMENT OF DEFENDANT, PLEA GUILTY
16      03 24 1995  PRSIO   PRESENTENCE INVESTIGATION ORDER                                05-12-95
ACTION  1:00/DUBUQUE
17      04 26 1995  NT      NOTICE OF CHNG IN SENTENCING DATE                                05-19-95
ACTION  1:00/DUBUQUE
-       05 09 1995  $NOTE   CALCULATION - COURT COSTS
S/D: 5/19/95 - DUBUQUE
MFILM   125.50
18      05 19 1995  SNTHRG  SENTENCING HEARING
CR JAMES STACH
JDG27   JUDGE JOAN DUBUQUE, DEPT 27
19      05 19 1995  CRTC    CERTIFICATE OF COMPLIANCE
20      05 22 1995  JS      JUDGMENT AND SENTENCE
COMMT ISSD 05-22-95

?                               F1=Help  Enter=Process  F7=Bwd  F8=Fwd  PA1=Cancel
```

DISPLAY DOCKET SCREEN

To cancel the DISPLAY DOCKET Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.

DISPLAY NAMES

The NAMES Screen provides an index of litigants involved in the case as well as their attorneys. This screen is available for all case types. Cases that are filed in JIS [DISCIS/JASS] contain only major participants (i.e., PET, RSP, DEF, etc.) while SCOMIS contains all participants in a case.

From the COMMAND Screen, type:

1. COMMAND? **DISPLAY**
2. SECTION? **NAMES**
3. CASE # ? (Enter Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11      APP$PUB
COMMAND? disp
SECTION? name
CASE # ? 95 1 00815 8
NON-SCOMIS #?
```

COMMAND SCREEN

The NAMES Screen for the case number entered will appear.

```
JSM005  DISPLAY NAMES                                KING SUPERIOR  06-14-99 08:53   1 OF   1
CASE#: 95-1-00815-8 SEA
TITLE: STATE VS GREEN

CONN.   LAST NAME      FIRST MI TITLE      LITIGANTS      ARRAIGNED

PLA01   STATE OF WASHINGTON
DEF01   GREEN, ALAN JOSEPH
DPA01   KING COUNTY, PROSECUTING ATTY
BAR#    91002
ATD01   WOLFE, JOHN WINN
BAR#    08028

?                               F1=Help  F5=DspAtty  F6=SrchAtty  F7=Bwd  F8=Fwd  PA1=Can
```

DISPLAY NAMES SCREEN

To cancel the DISPLAY NAMES Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.

DISPLAY SCHEDULE

The SCHEDULE Command is a caseflow management track which enables the court to establish milestone events for a case and target completion dates for the events listed in the track. The events contained in each track are established per each court's needs/direction. (To date caseflow management is used only by King, Spokane, and Snohomish counties; the DISPLAY SCHEDULE Command is only useful for these counties.)

CONCEPT DEFINITIONS

EVENT	An event represents a singular action/activity during the movement of a case through the judicial process.
EVENT DATES	<p>Each event has three significant dates.</p> <ul style="list-style-type: none"> ➤ The Imposed date is the date on which an event is identified and assigned to a case. This date is set at the time the track is added to a case, when an event is amended, OR the addition of unique case events. ➤ The Due date represents the date by which an event should be completed. This date is a calculation which may be based on varying factors, (e.g., a docket code, calendar date, filing date). The basis for this date calculation must be determined prior to implementation of the caseflow management system by the court administrator. ➤ The Completed date reflects the date on which an event was actually performed. This date is entered by a SCOMIS operator.
TRACK OR SCHEDULE	A track/schedule is a list of milestone actions necessary for the case to proceed in a timely manner. These actions may be comprised of filings, court activities (e.g., pretrial hearing, calendar dates), etc. It is possible to create different tracks for the various case types for which a timeline can be established (e.g., civil, civil-arbitration, domestic, domestic-arbitration). The events within each track can then be tailored to each type of case. Tracks must be established prior to implementation by the court.
TRACK ASSIGNMENT	Each case managed by the system must be assigned to one of the court's caseflow tracks.

Note: Unlike other SCOMIS features, the caseflow management system is customized to meet unique needs of the county. A site may develop a number of different tracks, each of which have unique events and timelines.

From the COMMAND Screen, type:

1. COMMAND? **DISPLAY**
2. SECTION? **SCHEDULE**
3. CASE # ? (Enter Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? disp
SECTION? sche
CASE # ? 95 1 00815 8
NON-SCOMIS #?
```

COMMAND SCREEN

The schedule to which the case was assigned will be displayed.

```
JSM029  DISPLAY SCHEDULE                KING SUPERIOR  06-14-99  09:09   1 OF   2
CASE#: 95-1-00815-8      JUDGE ID:                FILED: 01/26/1995
TITLE: STATE VS GREEN
CAUSE:
STATUS: RESL      GP      ON: 03/23/1995
TRACK: DISP DISPOSED      EFFECTIVE BEGINNING: 05 19 1995
-----
IMPOSED      EVENT                                DUE      COMPLETED
-----
TRACK ARR CRIMINAL TRACK - ARRAIGNMENT      EFF: 01/26/1995 THRU 02/02/1995
01/26/1995  ARRAIGN ARRAIGNMENT                02/09/1995 02/03/1995

TRACK CRS CRIMINAL TRACK - SCHEDULED HEARI EFF: 02/03/1995 THRU 03/22/1995
02/03/1995  CRS      CASE SCHEDULING HEARING      02/16/1995  N/A
02/03/1995  CRS      02/17/1995  N/A
02/03/1995  E60      60 DAY DATE      04/04/1995  N/A
02/03/1995  E90      90 DAY DATE      05/04/1995  N/A
02/03/1995  EXP      EXPIRATION DATE  06/01/1995  N/A
03/17/1995  EXP      06/23/1995  N/A

TRACK SENT CRIMINAL TRACK - SENTENCING      EFF: 03/23/1995 THRU 05/18/1995
03/23/1995  PRSIO  DEADLINE TO SCHEDULE SENTENCING      04/06/1995 03/24/1995
03/23/1995  SNTHRG DEADLINE FOR SENTENCING HEARING      05/18/1995 05/19/1995

?                                F1=Help  ENTER=Process  F7=Bwd  F8=Fwd  PA1=Cancel
```

DISPLAY SCHEDULE SCREEN

To view an events detail screen, place an **X** in the field located to the left of the IMPOSED Date Field, and press **ENTER**.

```

JSM029  DISPLAY SCHEDULE                KING SUPERIOR  06-14-99 09:09   1 OF   2
CASE#: 95-1-00815-8    JUDGE ID:                FILED: 01/26/1995
TITLE: STATE VS GREEN
CAUSE:                                STATUS: RESL   GP    ON: 03/23/1995
TRACK: DISP DISPOSED                EFFECTIVE BEGINNING: 05 19 1995
-----
IMPOSED      EVENT                                DUE      COMPLETED
-----
TRACK ARR  CRIMINAL TRACK - ARRAIGNMENT    EFF: 01/26/1995 THRU 02/02/1995
01/26/1995  ARRAIGN ARRAIGNMENT                02/09/1995 02/03/1995

TRACK CRS  CRIMINAL TRACK - SCHEDULED HEARI EFF: 02/03/1995 THRU 03/22/1995
02/03/1995  CRS      CASE SCHEDULING HEARING    02/16/1995   N/A
02/03/1995  CRS      02/17/1995   N/A
02/03/1995  E60      60 DAY DATE                04/04/1995   N/A
X 02/03/1995  E90      90 DAY DATE                05/04/1995   N/A
02/03/1995  EXP      EXPIRATION DATE            06/01/1995   N/A
03/17/1995  EXP      06/23/1995   N/A

TRACK SENT CRIMINAL TRACK - SENTENCING    EFF: 03/23/1995 THRU 05/18/1995
03/23/1995  PRSIO    DEADLINE TO SCHEDULE SENTENCING 04/06/1995 03/24/1995
03/23/1995  SNTHRG   DEADLINE FOR SENTENCING HEARING 05/18/1995 05/19/1995

?                                F1=Help  ENTER=Process  F7=Bwd  F8=Fwd  PA1=Cancel

```

DISPLAY SCHEDULE SCREEN

The event requested will display.

```

JSM031  DISPLAY SCHEDULE                KING SUPERIOR  06-22-99 08:09   1 OF   1
CASE#: 95-1-00815-8    JUDGE ID:                FILED: 01/26/1995
TITLE: STATE VS GREEN
CAUSE:                                STATUS: DISP   GP    ON: 03/23/1995
TRACK: DISP DISPOSED                EFFECTIVE BEGINNING: 05/19/1995

EVENT: E90      90 DAY DATE                CURRENT VERSION: N

DATE IMPOSED: 02 03 1995    DATE DUE: 05 04 1995    DATE COMPLETED:

      A M E N D M E N T   I N F O R M A T I O N

      STIPULATED?    AUTHORIZED BY:
      REASON CODE:
      PARTY INVOLVED:
      REQUESTOR CODE:
      ATTY BAR NO:

?                                F1=Help  ENTER=Process  PA1=Cancel

```

DISPLAY SCHEDULE - EVENT DETAIL SCREEN

Press **ENTER** to return to the Command Screen. If multiple events have been flagged for display, pressing ENTER will cause the next event to be displayed.

***Note:** If multiple events have been flagged for display, it is possible to bypass one or more of the events by pressing PF5 (the "SKIP" key).*

Pressing the CANCEL key will invoke a return to the Display Schedule (list) Screen without displaying the remaining flagged events.

DISPLAY SENTENCE

The SENTENCE Screen is used to record additional information in criminal cases. This screen will be found only as part of Criminal and Juvenile Offender case types (1 and 8).

From the COMMAND Screen, type:

1. COMMAND? **DISPLAY**
2. SECTION? **SENTENCE**
3. CASE # ? (Enter Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11
                                         APP$PUB
COMMAND? disp
SECTION? sent
CASE # ? 95 1 00815 8
NON-SCOMIS #?
```

COMMAND SCREEN

The SENTENCE Screen for the case number entered will appear.

```
JSM059  DISPLAY SENTENCE                KING SUPERIOR  06-14-99 08:56   1 OF   2
CASE#: 95-1-00815-8 SEA  DEF01  GREEN, ALAN JOSEPH
NOTE1:
JUDGMENT#: YES
----- SENTENCE INFORMATION -----
SENTENCE DATE: 05 19 1995    SENTENCED BY: DUBUQUE
SENTENCING DEFERRED:        APPEALED TO:                DATE:
PRISON SERVE                : FINE                      :$
PRISON SUSPENDED            : RESTITUTION              :$ 100.00
JAIL SERVE                   : X    COURT COSTS          :$ 125.50
JAIL SUSPENDED               : ATTORNEY FEES:$
PROB/COMM. SUPERVISION : X    DATE DUE                : PAID:
----- SENTENCE DESCRIPTION -----
P/GUILTY. SERVE 45D KCJ AIL. 30D CONVERTED TO 30D COMM SERV. 12M COMM SUPV. PAY
REST/COSTS. PAY CV/PEN ASST $100.00.
*****
?                                F1=Help ENTER=Process  F7=Bwd  F8=Fwd  PA1=Cancel
```

DISPLAY SENTENCE SCREEN

To cancel the DISPLAY SENTENCE Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.

DISPLAY STATUS

The STATUS Screen shows time-in-process statistics and a detailed case status history.

From the COMMAND Screen, type:

1. COMMAND? **DISPLAY**
2. SECTION? **STATUS**
3. CASE # ? (Enter Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? disp
SECTION? stat
CASE # ? 95 1 00815 8
NON-SCOMIS #?
```

COMMAND SCREEN

The STATUS Screen for the case number entered will appear.

```
JSM079  DISPLAY STATUS                                KING SUPERIOR  06/22/99 10:23   1 OF   1
CASE#: 95-1-00815-8  SEA                                CAUSE:
TITLE: STATE VS GREEN
FILED: 01/26/1995                                STATUS: CMPL  DATE: 05/19/1995
RESOLUTION: GP      DATE: 03/23/1995                COMPLETION: JODF  DATE: 05/19/1995
-----
NUMBER  CODE  NOTE      BEGAN      ENDED      DAYS      AUDITED  AUDIT TYPE
-----
   1    ACT      01/26/1995  01/26/1995
   2    WAR      01/26/1995  02/03/1995      8    02/06/1995      S
   3    ---
?                                F1=Help  F11=DSumm  PA1=Cancel
```

DISPLAY STATUS SCREEN

To cancel the DISPLAY STATUS Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.

DISPLAY SUMMARY

The SUMMARY Screen provides case time-in-process summary information.

From the COMMAND Screen, type:

1. COMMAND? **DISP**
2. SECTION? **SUMM**
3. CASE # ? (Enter Case Number)
4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? disp
SECTION? summ
CASE # ? 95 1 00815 8
NON-SCOMIS #?
```

COMMAND SCREEN

The SUMMARY Screen for the case number entered will appear.

```
JSM082  DISPLAY SUMMARY                KING SUPERIOR  06-22-99 10:25   1 OF   1
CASE#: 95-1-00815-8 SEA
TITLE: STATE VS GREEN
FILED: 01/26/1995
RESOLUTION: GP      DATE: 03/23/1995    STATUS: CMPL  DATE:
COMPLETION: JODF    DATE: 05/19/1995

-----
FILED PENDING RESOLUTION:                56 | RESOLVED PENDING COMPLETION:                57
  ACTIVE:                                48 |  ACTIVE:                                57
  SUSPENDED:                             8 |  SUSPENDED:                             0
    Warrant                             8 |    Warrant                             0
    Stay                               0 |    Stay                               0
    Arbitration                         0 |    Arbitration                         0
    Mediation                          0 |    Mediation                          0
    Other                              0 |    Other                              0
  APPEAL:                               0 |  APPEAL:                               0
-----
POST COMPLETION:                          | TIME STANDARDS:
  Warrant                               0 | FILING TO RESOLUTION:                TARGET:
  Stay                                 0 |   TO DATE:    48 ( 1.600 )
  Arbitration                         0 |   STANDARD: 120 ( 4.000 ) MET
  Mediation                          0 | RESOLUTION TO COMPLETION:
  Appeal                             0 |   TO DATE:    57 ( 1.900 )
  Other                              0 |   STANDARD:  80 ( 2.666 ) MET
?                                F1=Help  PA1=Cancel
```

DISPLAY SUMMARY SCREEN

To cancel the DISPLAY SUMMARY Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.

FIND JUDGMENTS COMMAND

The FIND JUDGMENTS Command is used to locate all judgments associated with a particular case. When a judgment is entered in a case, it is given a new judgment case number; you must have the originating case number to look up judgments.

From the COMMAND Screen, type:

1. COMMAND? **FIND**
2. SECTION? **JUDGMENTS**
3. CASE # ? (Enter Originating Case Number)

If the Judgment originates from a case that was recorded on the SCOMIS system, enter the SCOMIS case number opposite CASE #?. If the Judgment originates from a case not on the SCOMIS system, enter the non-SCOMIS case number opposite NON-SCOMIS #?. Leave the fields under the heading JUDGMENT ORIGINATING CASE NUMBER blank.

4. Press **ENTER**

```
JSM001                                KING SUPERIOR  06/04/99  8:11          APP$PUB
COMMAND? find
SECTION? judg
CASE # ? 95 1 00815 8
NON-SCOMIS #?
```

COMMAND SCREEN

The JUDGMENT Screen for the case number entered will appear.

The system will respond by displaying all JUDGMENTS associated with the specified case number. The list includes the Judgment number, type, title, date filed, and status of the Judgment. If you wish to display a section of a particular case, the Subcommand Field may be used.

JSM049 FIND JUDGMENT KING SUPERIOR 06-14-99 10:15 1 OF 1
CASE#: 95-1-00815-8

JUDGMENT#	TYPE	TITLE	DATE FILED	STATUS CODE / DATE
95-9-12459-9	CRI	STATE VS GREEN - \$325.50	05/22/1995	SAT 07/09/1996

?

F1=Help Enter=Process PF7=Bwd PF8=Fwd PA1=Cancel

FIND JUDGMENT SCREEN

To cancel the FIND JUDGMENT Command and return to the SCOMIS COMMAND Screen, press the **PA1** (Cancel) key.